Arizona Department of Education
John Huppenthal Superintendent of Public Instruction

Grants Management

Training Newsletter - The Basic Web Navigation Part I

ADE Homepage   ADE Grants Management Homepage

GETTING TO THE NEW GRANTS MANAGEMENT WEBSITE

The most common question we get about the new Grants Management website is "how do I get to it?" Luckily, there are two ways to access the Grants Management site.

First Method:

1. Access the ADE Homepage -http://www.azed.gov/

2. On the left hand side of the page locate the Department Menu

3. Place your mouse over Finance/IT/Business Services

4. A menu will appear, select the Grants Management link
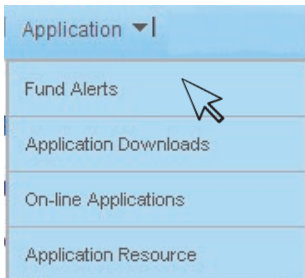
Second Method:

You can also type http://www.azed.gov/grants-management into your web browser to go directly to the site.

Important DECEMBER Events

1	Audit evaluation form due to ADE Audit Unit
5	ARRA FY 2011 4th Calendar Reporting Starts (Common logon ->ARRA Recipient Reporting Application)
18	End of Cash Management Reporting period for ALL Federal Projects
19-21	ADE review cash management request
22	Accounting System Roll Funds
25	Christmas Day (Office Closed - Mon 26th)
29	Completion Report Deadline for projects that ended Sept 30th.
31	ARRA FY 2011 4th Calendar Reporting due to ADE.

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Home | Application ▼| Amendment ▼| Cash Management ▼| Completion Report ▼| Required Reporting ▼| Forms/Documents ▼| Contact Us |

APPLICATION MENU

Fund Alert contains useful information about state and federal grants that are currently administered by ADE or other entities. Clicking on the fund alert link will send you to a website with links organized by eligible recipients, i.e. school districts, charter schools, etc. Select the category you are interested in and it will take you to a list of eligible grants including the application format. From here select the grant to review the Funding Alert With this view you will find:

  *Purpose of the grant   *Eligibility requirements *Fund Totals

 *Contact name and phone number *Application availability and due dates

Application Downloads is another resourceful link before starting the application process as it houses the downloadable files to each grant. These files include application instructions, deadlines, information about allocation and more. These files can be downloaded off the site and come in many different files types such as Word, Excel and Adobe Acrobat PDF.
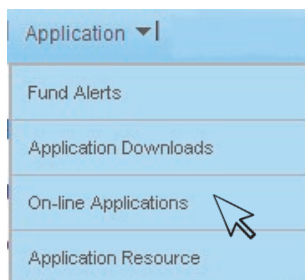
On-line Application will provide access to enter and submit grant applications and you will need your common-logon to apply. In order to remain in the common logon you must save every 30 minutes. There are two sections to the application; Financial data (entered by district staff) and Supplemental Data. It is a good idea to type up large supplemental data into Microsoft Word so they can be cut and paste into the application to save time. Users with limited permissions will not have the submit button only GSA signers have access to submit.
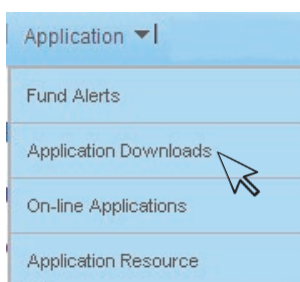
Application Resources provides a central location for information about the links under the Application Menu. Here you will find detailed information about the steps for filling out an online application and information on the Fund Alert View.
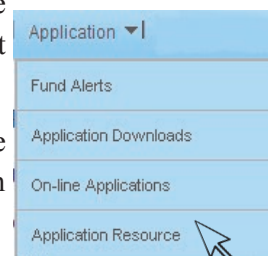
AMENDMENT MENU
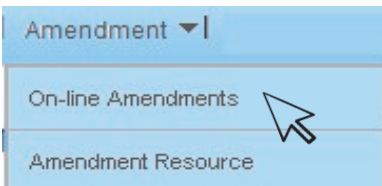
On-Line Amendments requires the common - logon where you will select Amendments and then select the project to amend. If the project is not on the list it is past the deadline for amendments. Once in the amendment page layout you will be able to change the budget line items by adding or subtracting the amount to change. Remember, you must also update your line item description to reflect this change. Also, if your project has a site level budget break down or narratives under Supplemental Data, you must also update this section to reflect your line item change. It's important to remember an amendment must be submitted *no later* than 90 calendar days prior to the project/grant ending date. For example if a project ends June 30th the deadline for amendments is April 2nd.

Amendment Resource is the a central location for the amendment process. It will give you detailed information on completing the amendment online as well as giving general information about the process itself.
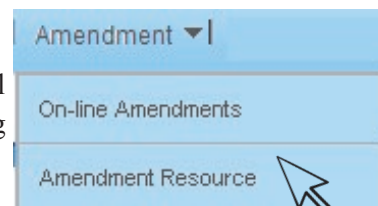
CASH MANAGEMENT MENU

Cash Management Report is a report used to submit required information showing the amount of federal project monies on hand on the report date. The project number identifies whether a project is federal or state. Example: 06**F**AAGLS-060728-10A. A monthly cash management report is required for <u>all federal projects</u> and budget totals. These reports must be submitted the 1st through the 18th of every month. These reports are used to assess compliance and determine the subsequent month's disbursement. To get to the cash management reports from the Grants Management homepage select Cash Management Report-->Common-Logon-->Grants Management-->Cash Management Report where you will need to search for your entity and select a current project from the list that you can submit a cash management report against. This list will also indicate if the cash management status is compliant meaning the Adjusted Cash Balance is over 0 or negative .

Here are some other points to remember about cash management reporting:

- A report is due the first month of an initial disbursement or when local carryover is amended/approved into the project, whichever comes first

- The last opportunity to submit any cash management report is the month of the Project End Date

- Previous cash management reports can be viewed

MULTIPLE REPORTS

A cash management report can be submitted during the payment cycle (after the 18th) but it is considered late and <u>no disbursement will be made the next month</u>. The next monthly report will still be due during the next month (1st through 18th).

COMPLETION REPORT MENU

Completion Reports are required for all state and federal grants/projects. This link will take you to the common-logon-->Grants Management-->Completion Reports where you can search for a projects. Here is some important information about completing this report:

- Financial data is required for all completion reports. Supplemental data is added if a grant requires additional data collection rom LEA upon completion of the project.

- The completion report is considered as the final cash management report and you must report final expenditures to the penny.

- Indirect cost must be rounded down to the penny.

- To add an additional email address, separate each address with a semi-colon (;).

Completion Report Tracking allows for review of completion reports and their status'. The completion report will have a status listed and can be one of three:

- Not Initiated-No completion report is initiated.

- CR FLAG-CR Due: System notification generated 90 days after the project end date

- CR HOLD-CR Overdue: To remove this status submit completion report to ADE

Completion Report Downloads will give you access to completion report narratives for each grant. Files included in this list are downloadable and give instructions for completion report requirements. Requirements such as hard deadline dates for completion reports if there is one. If there is no deadline date specified then one must be submitted to ADE within 90 calendar days *after* project/grant end date; there is no grace period allowed. For example; project end date is 6/30 and the completion report deadline is 9/28. Grants that have a hard deadline date will need to be completed by the deadline given.

Completion Report ▾

Completion Reports

Completion Report Tracking

Completion Report Downloads
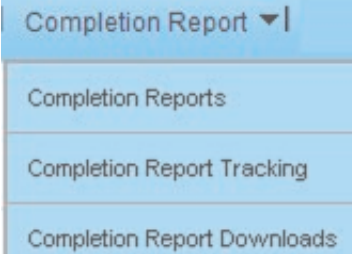
CASH ON HAND

<u>Cash on Hand:</u> The amount of **local** project monies that remain in the project account after the close of the project period after all expenditures have been made. This does NOT include "other" or any interest earned monies deposited to this grant account.

In next month's newsletter we will explore the three remaining menus to help you navigate through the remainder of the grants process through the website. In the meantime if you have any questions please feel free to contact me at 602 254-4494 in the Grants Management Office.

Sarah Hendrix
Grants Technology Specialist
Sarah.Hendrix@azed.gov

The difference between ordinary and extraordinary is that little **extra**.
- Jimmy Johnson

Grants Management Contact Information

Arizona Department of Education
Attention: Grants Management Office, Bin 3
1535 West Jefferson Street
Phoenix, Arizona 85007

Phone: 602.542.3470
Fax: 602.542.3264
Inquiries: grantsmanagementgroup@azed.gov

Name	Title	Phone Number	Email Address
Sarah Heikkila	Director	602 542-4339	Sarah.Heikkila@azed.gov
Stephanie Long	Grants Management Specialist	602 542-3695	Stephanie.Long@azed.gov
Stephanie Manning	Grants Program Project Specialist	602 542-3470	Stephanie.Manning@azed.gov
Sarah Hendrix	Grants Technology Specialist	602 542-4494	Sarah.Hendrix@azed.gov

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